

## IMPORTANT INFORMATION

## TO ALL HAND SOAP OR SHAMPOO DISPENSER USERS

The Virginia Distribution Center's new contract, placed as a result of the Virginia Partners in Procurement (VAPP) initiative, results in significant savings to our customers on liquid hand soaps. Customers should complete the use of existing stocks of Airkem pouches of soap (VDC # 930064, 930066, 930068) using the Airkem dispensers. The Kutol products awarded under the new contract should only be installed in Kutol dispensers. Airkem dispensers from the previous contract must be replaced as soon as possible.

Please follow the instructions below to obtain your new Kutol dispensers and to return Airkem dispensers to the previous supplier.

- Order one Kutol dispenser for each Airkem dispenser to be replaced.
  - Where twelve (12) or less new dispensers are needed, please contact Craig Smith at VDC: 804-328-3223; fax 804-328-3222, or e-mail at [csmith@dgs.state.va.us](mailto:csmith@dgs.state.va.us)
  - Large quantity needs (over 12) should be directed to our supplier, Riverside Paper via email at [jphill@riversidepaper.net](mailto:jphill@riversidepaper.net) with a copy email to [csmith@dgs.state.va.us](mailto:csmith@dgs.state.va.us) If unable to email, then fax to Mr. J. P. Hill at 757- 249-3453 and copy fax to Craig Smith at 804-328-3222.
  - New Kutol products should be ordered from VDC by your usual method:

930100	Skin Cleanser Liquid Soap, 12/800 ml
930102	Antimicrobial Liquid Soap, 12/800 ml
930104	Hair & Body Shampoo, 12/800 ml
- Upon receipt and installation by the ordering agency (the supplier is not responsible for installation) of the new Kutol dispensers and soap or shampoo, please remove, box and secure the old Airkem dispensers for pick up by the previous supplier.
- Notify Craig Smith at VDC (via e-mail or fax) the number of old dispensers ready for pickup, the location, an on site contact name and phone number of who will coordinate the pickup. VDC will consolidate this information from all locations and promptly forward it on to the previous supplier for pickup. Old dispensers must be picked up within 60 days of notification or they become the property of the Commonwealth.

VDC regrets any inconvenience this changeover may cause, but it will provide you with all new dispensers and a substantial long term savings through reduced product cost.

Should you have any questions in regards to these instructions, please feel free to contact Craig Smith at 804-328-3223 or Leatha Dickerson at 804-328-3230.